

COIN Benefits



Flexibility

- Adds flexibility to your "compensation" tool belt.
- Eliminates maximum rank.
- Provides option to match a written competitive salary offer.
- Offers management internal salary alignment.

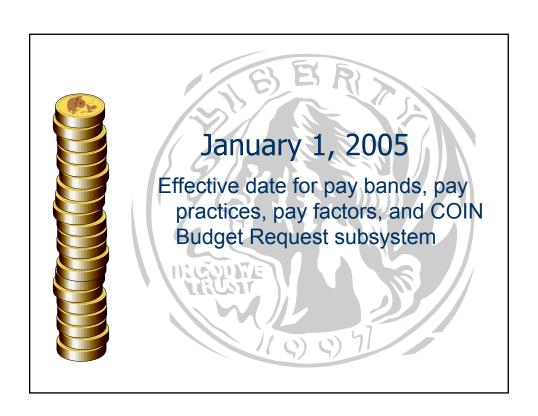
COIN Benefits

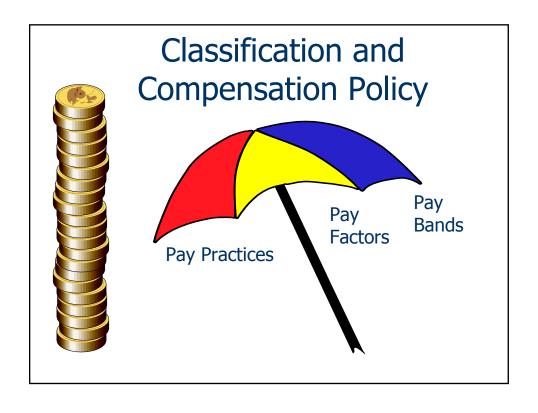


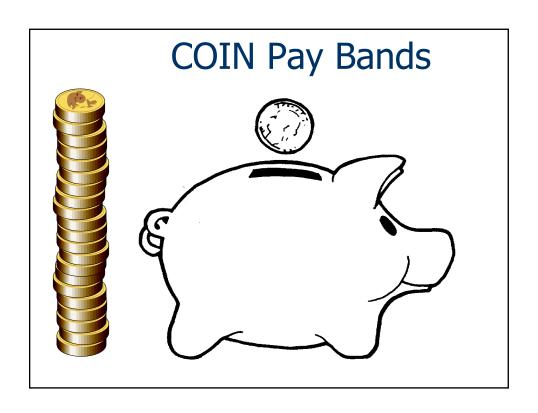
Simplicity

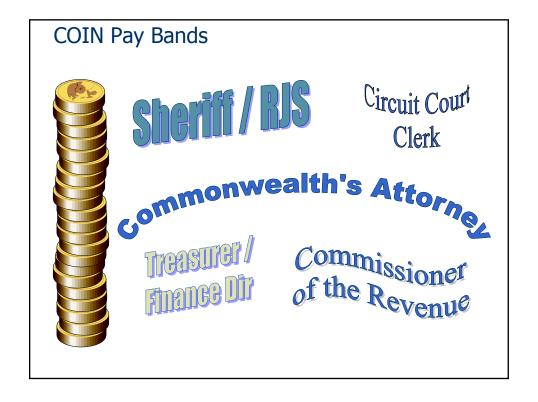
- Gives you authority to delegate and classify.
- No intermediate steps within broad pay bands.
- Web-based funding system.











COIN Pay Bands, p. 1



cc	OIN		Office					SNIP					C	0N
Band	Role	Code	Officer	Grada			Class					Range		Range
<i>D</i>	Koit		omeer	Gizut			Ciara				Minimum	Maximum	Minimum	Maximum*
		304	Sheriff / Regional Jail Supt		GC	R_GC					\$17,584		1	
	9	304	Jiergy / Regional Jan Japa	5	SECI	CK_A	RSECI	R_CKA			19,221	29,994		
	Administrative	321 Circuit Court Clerk	- 4	MT						17,638	27,526			
1	8			5	GOC	CTII					19,280	30,087	\$17,584	\$33,096
	1	732 Treasurer / Finance Director	- 4	GC FA	CTII DI	SECI				17,592	27,455 30.009		,	
	7			5	GC	CT	SECI				17,592	27,455		
	_	734		5	TEI	DI	SECI				19,231	30,009		
				6	SECII	CK B	COMOP	RSEC2	R CKB	ECOMP	\$21000	\$32,786		_
		304	Sheriff / Regional Jail Supt	7	CO SP	CK_B	ECOSP	RSEC2	K_CKD	LCOMP	22,965	35.839	+	
				6	SEC	JSEC	DPAII					33,633	\$2 1,0 10 \$40,4	\$40,442
	9				JPA	AAI				23,550	36,766	1		
	3			Part-Time JSECA			\$10,772	\$16,817						
	ğ			7	Part-Time SECB		Part-Time PA	В	Part-Time J	PAB	11,776	18,383		\$20,221
2	ě	321	Circuit Court Clerk	- 6	DCI	CASH					\$21,074	\$32,890		
	Ť				BKKR	SCT					23,034	23,034 35,952		
	.8	732	Treasurer /										\$21,010	\$40,442
	Š	717	Finance Director	6	DII	SECII					21,022	32,801		
		734 Commissioner of the Revenue	6	DII	SECII					21,022	32,801 35,854			
				7	MT				_		22,978	35,854		
				7	С	CS	L	CT	EC	ECS EL	\$25,004	\$39,017		\$46,913
					RC	R_EC	REAC	EAC						
				8	ADMSS		RADMS				25,103	39,174	\$25,004	
3		304		8	LTI	R_LT1					26,857	41,908	323,004	
				8	C	CS	L	CT	EC	ECS EL	27,332	42.648	1	
				۰	R C	R CT	R EC				21,332	42,048		
	Profesional			7	Partially-Funded	P & RP					16.380	25.559	\$16.380	\$31,272
	8	321		- 8	AT	DCII					\$25,180	\$39,297		
	8		Circuit Court Clerk	9	DCIII						27,526	42.956	t	
	Q.			10	AA						30.087		+	
4				8								39.192	826 117	\$51649
٠,		732 Treasurer / Finance Director	8	DIII	AA					25,117			331,049	
		717		_	DIV						27,455		1	
		734		- 8	DIII	AA					25,117	39,192		
				9	DIV						27,455	42,840)	
- 5		320	Commonwealth's Attorney	9	AAII						\$28,143	\$43,938	\$28,143	\$48,332

COIN Pay Bands, p. 2



С	OIN		Office	SNIP							COIN		
Band	Role	Code	Officer	Crada	Class			Salary	Range	Salary	Range		
o a nu	Kole	Code	Officer	Grade		Vidos			Minimum	Maximum	Minimum	Maximu	
				9	LT2	R_LT2				\$29,354	\$45,808		
6	Senior Professional	304	Sheriff / Regional Jail Supt	9	С	CS	L	MD	CT EC	29.873	46,618		\$61,270
				۰	R_C	RMD	R_CI	R_EC	ECS	20,070	40,010	\$29,354	
				10	С	CS	L	R_C		32,658	50,958		
	ssic			- 11	С	CS	L	R_C		35,694	55,700		
)je			-11	DCIV					\$32,890	\$51,324		
	ą.	321	Circuit Court Clerk	12	ACCT					35,952	56,102		\$67,457
	jo			13	ACD					39,297	61,324		
	Sen	732	Treasurer / Finance	10	CDI					30,009	46,829	\$30,009	
		717	Director	11	CDII					32,80	51,189		
		734	Commissioner of the	10	CDI					30,009	46,829		
		/34	Revenue	-11	CDII					32,80	51,189		
	ıt.	304	Sheriff / Regional Jail Supt	12	С	CS	L	R_C	SUP	\$39,017	\$60,885	\$39,192	
				13	С	cs	L	R C	SUP	42,648	66,551		\$103,03
	ner			14	С	CS	L	R C	SUP	46,618	72,746		
	ger	321		14	CDCI					\$42,956	\$67,032		
	ana ana		Circuit Court Clerk	15	COMP					46,954	73,272		
	W		Circuit Court Clerk	16	CDCII					51,324	80,093		
	Supervisory Management			18	CDC_3					61,324	95,696		
	N.	732	Treasurer / Finance	13	CDII					39,192	61,162		
	ibe.	717	Director	14	CDIV					42,840	66,856		
	is	νς 734 C	Commissioner of the	13	CDII					39,192	61,162		
			Revenue	14	CDIV					42,840	66,856		
	3		Commonwealth's Attorney	13	ATTI	JATTI				\$40,193	\$62,750	\$40 193	
	Senior	320		15	ATTI	CPII	JCPII			48,032	74,988	\$40,193	\$82,4
	Senicy	320		13	Part-Ti	me ATT	Ά	Part-1	ime JATTA	20,096	31,375		
	ã			15	Part-Ti	me ATT	В			24,017	37,495	\$20,096	\$41,2
40	3 2 2 3		Commonwealth's	16	ATTIII	DPII				\$52,507	\$81,976		
		320	Attorney	17	ATTIV					57.40	89.615	\$52,507	\$102,8

COIN Pay Bands





- Pay Grades are translated into 10 broad pay bands that encompass staff in all Constitutional offices.
- Position classifications are consolidated into 5 roles.
- No steps, just band minimum and maximum.

COIN Pay Bands





- Pay Band matrix is updated: includes December 1, 2004 increase.
- Maximum in each band increased by 10%.
- No office uses all ten bands.

COIN Pay Bands									
		Administrative	Senior Administrative	Professional	Senior Professional	Supervisory Management			
	Sheriff / Regional Jail Supt	1	2	3	6	8			
	Common- wealth's Attorney		2	5	9	10			
	Circuit Court Clerk	1	2	4	7	8			
	Treasurer / Director of Finance	1	2	4	7	8			
	Commissioner of the Revenue	1	2	4	7	8			







	Day Dynatics		Pay Re	sults	Pay Factors▼		
	Pay Practice	Pay Band Position Numl		Salary	Pay Pactors♥		
	Starting Pay	To be determined.	To be determined.	Negotiable. From pay band minimum to 15% above current salary. May not exceed pay band maximum.	Duties and Responsibilities Work Experience Education Knowledge, Skills, and Abilities Market Availability Current Salary		
	Promotion	Higher pay band.	Change position number.	Salary increase up to 15%.	Duties and Despensibilities		
nent	Additional Duties and Responsibilities	Remains the same.	Remains the same.	Remains the same or up to 10%.	Duties and Responsibilities Performance Work Experience		
Salarv Adiustment	Demotion	Lower pay band.	Change in position number.	Remains the same or up to 10% decrease per fiscal year. May not	Education Internal Salary Alignment		
arv A	Reduced Duties and Responsibilities	Remains the same	Remains the same.	go below pay band minimum.	Current Salary Business Need		
Sal	Salary Alignment (internal or local pay plan)	Remains the same.	Remains the same.	Remains the same or up to 10% increase per fiscal year. May not exceed pay band maximum.	Budget Implications Training, Licensure, and Certification		
	Competitive Offer	Remains the same.	Remains the same.	May match documented outside offer. May not exceed pay band maximum.	Business Need Performance Work Experience Education Market Availability Total Compensation Budget Implications Current Salary		

[▼]All pay factors must be considered for the appropriate pay practice. Pay factors with an asterisk* are optional and may also be considered





COIN Pay Practices Do Not:

- Provide pay increases based solely on performance.
- Address inflation.

Cost of living and performance-based pay increases are specified and funded by the General Assembly.

COIN Pay Practices



Starting Pay

- Competitive and negotiable.
- Candidate may be offered a salary ranging from the minimum of a pay band to an increase ranging from 0% to 15% above their current salary.



Starting Pay

Compensation Board-funded salary offers must be at or above the minimum of the pay band and cannot exceed the maximum of the pay band or 90% of the principle officer's salary (refer to §15.2-1627.1B).

COIN Pay Practices



Starting Pay

Factors may affect the negotiated salary to be less than the candidate's current or most recent salary: geographic cost of living, different competencies, internal alignment, etc.



Promotion

- Involves a competitive selection process.
- Change in position number (requires vacant position).
- Salary adjustments are negotiable.
- Results in the employee's movement to a different role in a higher pay band.

COIN Pay Practices



Premotion

May not provide more than a 15% salary increase except when necessary to bring an employee's salary to the minimum of the band.



Demotien

- Lower pay band.
- Change in position number (requires vacant position).
- Salary remains the same or decreased as much as 10% per fiscal year.
- May not go below pay band minimum.

COIN Pay Practices



In-Band Adjustnents

- Determined by you.
- Employees who have change of duties, professional / skill development, knowledge and skills obtained through education, certification, or licensure, retention, or internal alignment, and compensation not previously provided.



In-Band Adjustments

Adjustment may be up or down with additional or reduced duties, respectively.

COIN Pay Practices



Integnal Alignment

- Non-competitive pay practice.
- Management tool used to achieve a more consistent alignment of salaries within the agency.
- Can be used to align Compensation
 Board salaries with the locality pay plan.



Internale Alignment

- Proximity of one employee's salary to other employees' salaries within the agency.
- Employees with comparable levels of training and experience, duties, responsibilities, performance history, expertise, competencies and/or knowledge and skills.

COIN Pay Practices



Internal Aligament

- Utilized when an employee is underpaid relative to the salaries of co-workers who have the same or similar features previously listed.
- Salary increase of up to 10%.



Competitive Salary Seffers

- Made to an employee who has received a written job offer with a higher salary.
- Applies to employees who are deemed critical to the agency's mission and ongoing operations.
- May not exceed the pay band maximum.

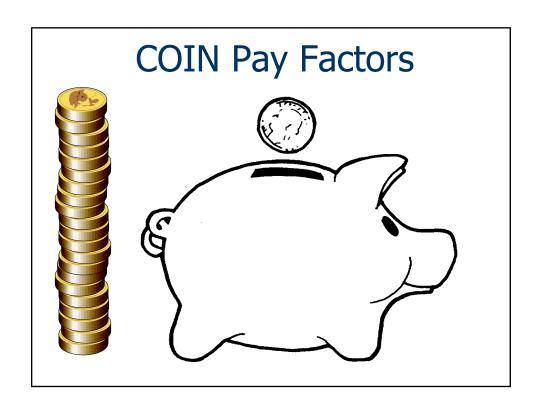
COIN Pay Practices



	Dev Devetion		Pay Re:	sults	Pay Factors▼		
	Pay Practice	Pay Band Position Numb		Salary	ray raciors ₹		
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Salarv Adiustment	Demotion	Lower pay band. Change in position number.		Remains the same or up to 10% decrease per fiscal year. May not	Education Internal Salary Alignment		
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Competitive Offer		Remains the same.	Remains the same.	May match documented outside offer. May not exceed pay band maximum.	Business Need Performance Work Experience Education Market Availability Total Compensation Budget Implications Current Salary		

[▼]All pay factors must be considered for the appropriate pay practice. Pay factors with an asterisk* are optional and may also be considered







Duties &

Respensibilities

- This pay factor must be considered.
- The primary and essential work functions performed by an employee or group of employees. Variation in these duties and responsibilities help distinguish one employee from another for comparison purposes.

COIN Pay Factors



Performance

- One of many pay factors that must be considered.
- Employee's previous and/or current work accomplishments, outcomes, and interactions that are typically assessed in written, verbal, or observational forms.



Work Experience

- This pay factor must be considered.
- Relevant work experience or employment history.
- Typically, includes titles of jobs held and corresponding description of duties, responsibilities, and tasks performed.

COIN Pay Factors



Education

- This pay factor must be considered.
- Formal academic credentials usually listed as high school diploma, associate degree, bachelor's degree, or specified advanced degree.



Knøwledge, Skills, Abilities, & Competencies - KSAC -

- This pay factor must be considered.
- Elements commonly listed for job requirements, hiring qualifications, or employee credentials.

COIN Pay Factors



Knowledge





Competencies

Acquired principles & practices related to a specific discipline or job.

Acquired mental and physical coordination (psychomotor) skills.

Talents, observable behaviors, or acquired dexterity suited to a job.

Knowledge, skills, & underlying behaviors that correlate with successful job performance.



Training, Certification, & License

- This pay factor may be considered.
- Specific job requirements or employee qualifications that are required or highly desirable for a particular job.

COIN Pay Factors



Training

Certification

License

Specialized course of study outside recognized academic degree programs.

Specialized course of study resulting in a certificate of completion.

Credential required by law to practice one's occupation.



Market Availability

- This pay factor must be considered.
- Relative availability of suitable, qualified employees in the general labor market.

COIN Pay Factors



Market Availability

You should be aware of the varying size and quality of the applicant pool at any given time.



Business Need

- Analyze the component tasks of the service you are providing.
- Define the restrictions, obstacles, and limitations on providing the service.
- KSACs necessary or desired to best provide the service.

COIN Pay Factors



Internal Salary Alignment

- This pay factor must be considered.
- Fairness criterion that considers the comparison of one employee's salary to the salaries of other employees who have comparable levels of training & experience, similar duties & responsibilities, performance history, and KSACs.



Current Salary

- This pay factor must be considered.
- Starting point for making salary adjustment (pay practice) decisions.
- Present base pay compensation which may be reported as hourly wage, weekly, semi-monthly, monthly, or annual salary.

COIN Pay Factors



Current Salary

■ This factor does not account for shift differentials, benefits, overtime, incentive premiums, bonuses, commissions, or other similar non-base pay compensation.



Budget Implications

- This pay factor must be considered
- Short and long-term financial consequences of pay decisions and how salary dollars are managed by you.

Budget Implications All Pay Initiatives are subject to and contingent upon funds being available in your budget.



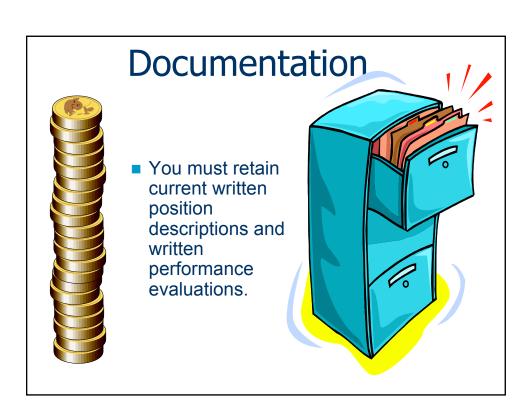
			Pay Re	sults	5.5.4		
	Pay Practice	Pay Band Position Number		Salary	Pay Factors▼		
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Competitive Offer		Remains the same.	Remains the same.	May match documented outside offer. May not exceed pay band maximum.	Business Need Performance Work Experience Education Market Availability Total Compensation Budget Implications Current Salary		

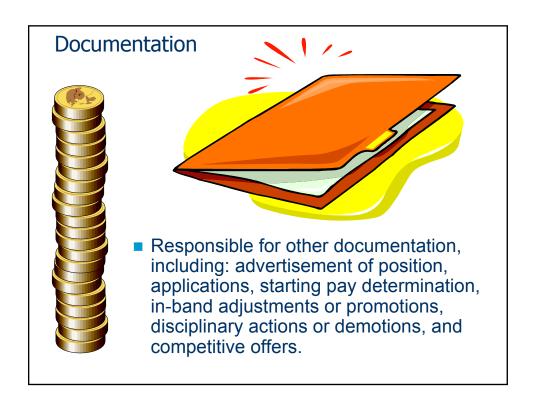
▼All pay factors must be considered for the appropriate pay practice. Pay factors with an asterisk* are optional and may also be considered

Questions - Pay Factors









Documentation



- Documentation is your responsibility.
- Legal reasons to maintain documentation are discussed at Lawful Employment training provided twice a year by the Compensation Board.
- Some associations audit documentation as part of their career development programs.

Certification



I hereby certify that I have necessary funds in my budget, that I have written job descriptions and conduct annual employee performance evaluations, and that I am in compliance with Compensation Board policies found in the operating manual.

The pay factors considered in making this payroll determination are relevant. Documents supporting this action are available in my office for auditing purposes.

Certification If you do not certify you can hire at the minimum salary of the pay band only and any other pay practices must be requested of the Compensation

Board.





3 COIN Components



- The COIN system is being developed by the Compensation Board to replace the SNIP system and will contain three subsystem components: Budget request, personnel processing, and reimbursement processing.
- Budget Request Sub-System is being implemented January 1, 2005, for FY06 budget request submissions.
- Personnel and Reimbursement Processing sub-systems will be implemented July 1, 2005.

COIN Global Features



Access using Attachmate from our Web site (or other TN3270 product, such as the one supplied by the SCV) or



 Access using the Web-based ResQPortal (sample screens).

COIN Global Features



- Supports multiple users and logons per office.
- Supports multiple logon types. For example, the person completing a Budget Request may not be the individual responsible for personnel changes.
- New logons have been created and will be provided to users by Nov. 15, 2004.

COIN Global Features



- PF keys (programmed function) are found at the top of your keyboard labeled F1 through F12.
- PF keys allow you to navigate between commonly used screens without having to go back to a menu. For example, F4 will display the Budget Request totals and F1 is used for invoking Help screens.

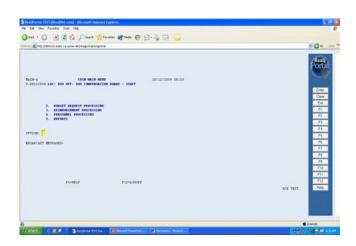
COIN Global Features



- F1 Help facility
- F3 Returns to previous menu
- F4 Displays budget request totals
- F5 Displays first page of data
- F6 Displays last page of data
- F7 Displays previous page of data (page backward)
- F8 Displays next page of data (page forward)
- F12 Returns to COIN Main Menu

COIN Main Menu





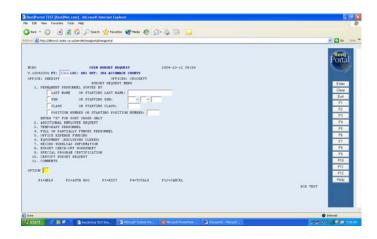
COIN Main Menu Features

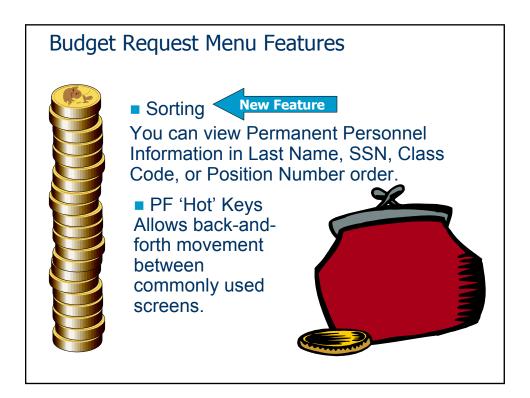


- Intelligent Menu Only options you can access will be displayed.
- Easier Maneuverability Point and click or tab to desired fields on the screen.
- Enhanced Help Functions Each screen has help functions.
 - Screen Level Help: explains the Screen's purpose.
 - Field Level Help: defines the field and lists specific values.

Budget Request Menu









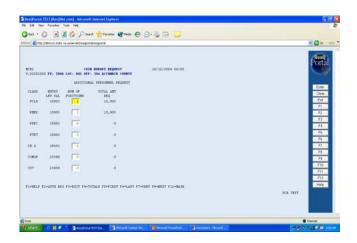
Permanent Personnel Funding Request Features

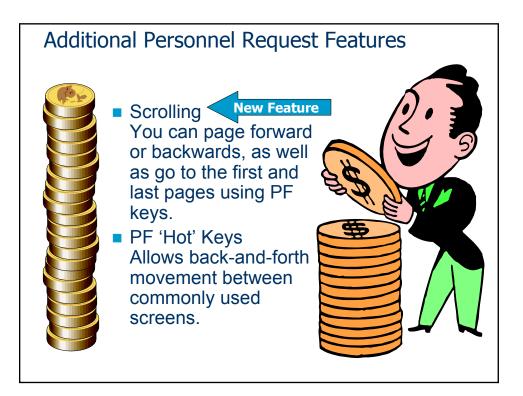


- Salary Supplement
 Record entire local salary as opposed to the local supplement.
- To correct the name and/or SSN use SNIP (new CB-10 action).
- Scrolling New Feature
 Scroll page forward or backwards, as well as go to the first or last page using PF keys.

Additional Personnel Request

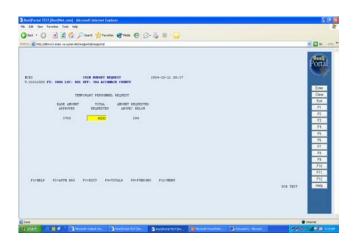






Temporary Personnel Request

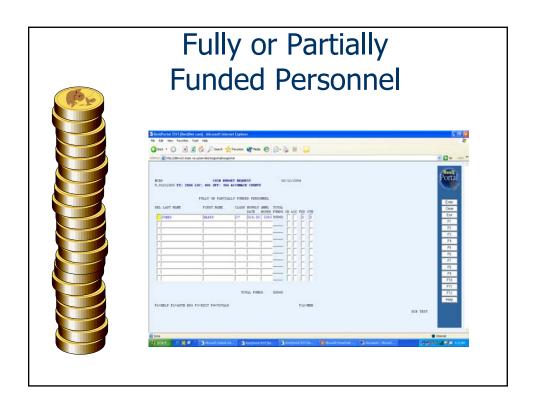


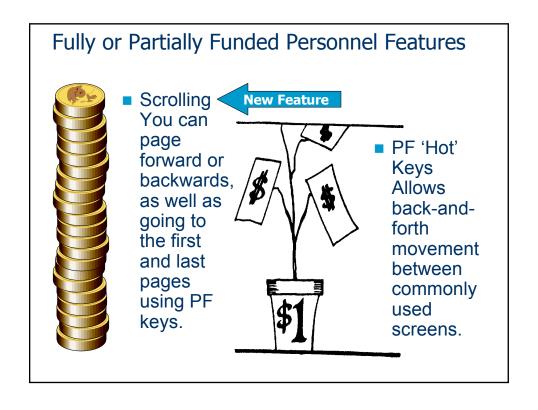


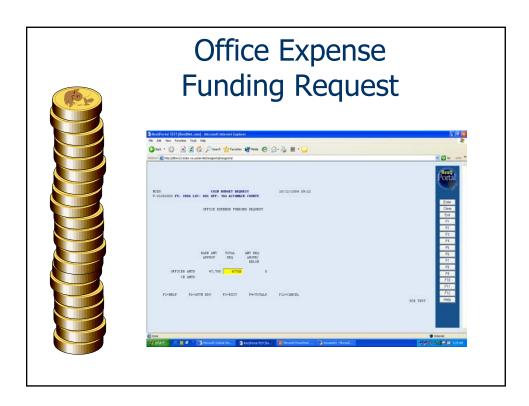
Temporary Personnel Request Features

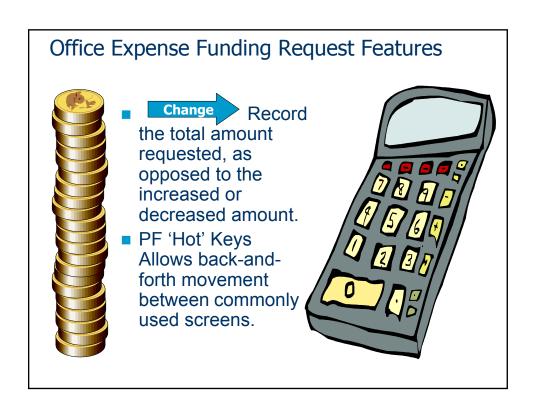


- requested, as opposed to the increased or decreased amount.
- PF 'Hot' Keys Allows back-and- forth movement between commonly used screens.









Equipment Funding Request





Equipment Funding Request Features

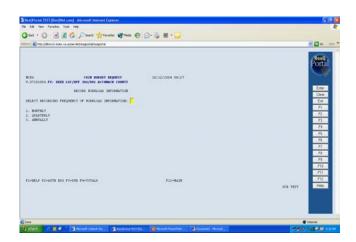


- Select equipment category New Feature Select specific category instead of scrolling through multiple pages.
- Scrolling New Feature
 You can page forward and
 backwards, as well as going to the first and
 last pages using PF keys.
- 'Help" will allow you to pick and choose between commonly requested items using the Help facility.



Workload Information





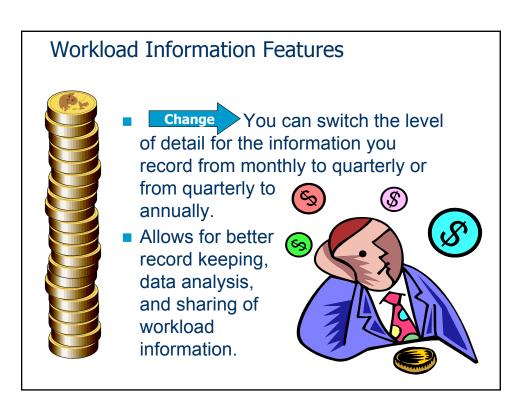
Workload Information Features

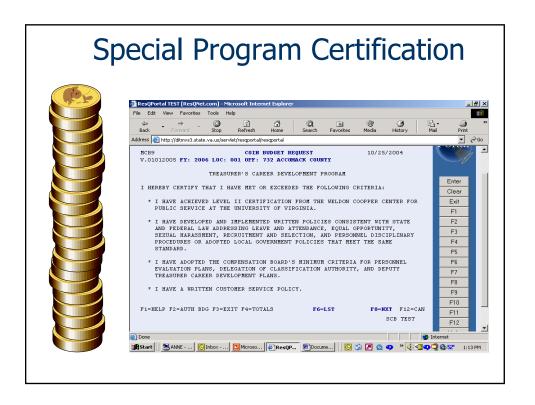


Change Allows you to record workload information in 3 ways:



- Monthly Allows recording of information monthly and will 'roll-up' to quarterly and annual information. Will allow for better analysis when tracking peak periods.
- Quarterly Allows recording of information quarterly and will 'roll-up' to annual information.
- Annually
 – Allows recording of information as completed under SNIP.





Special Program Certification



- Specific office program certifications have been moved from the check-off list to their own screen.
- Each constitutional officer group (except Clerks) has a different program certification.
- Special Program Certifications include: Master Deputy Program, Juvenile Justice Prosecutors, Treasurers and Deputy Treasurers CDP, Commissioners of the Revenue and Deputy Commissioners CDP.



Special Program Certification

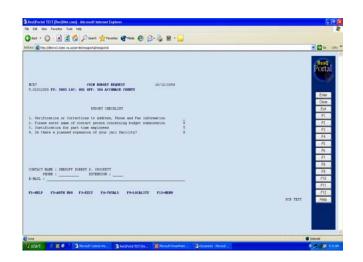


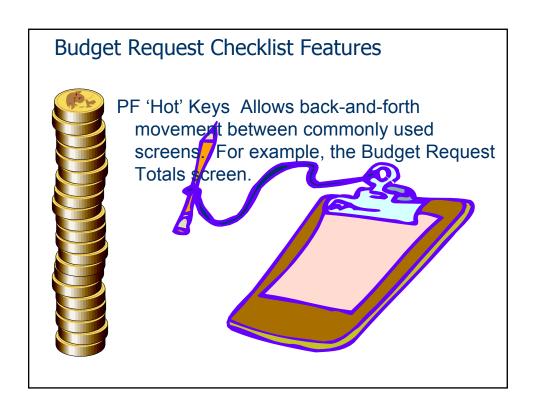
Examples of Program Certification changes for Treasurers:

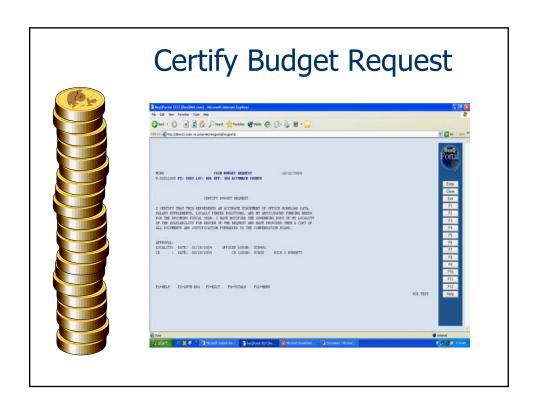
- Certification statement has been expanded.
- Record those employees participating in the program after the certification statement.
- Treasurers has been expanded to include Deputy Treasurer Career Development Program.

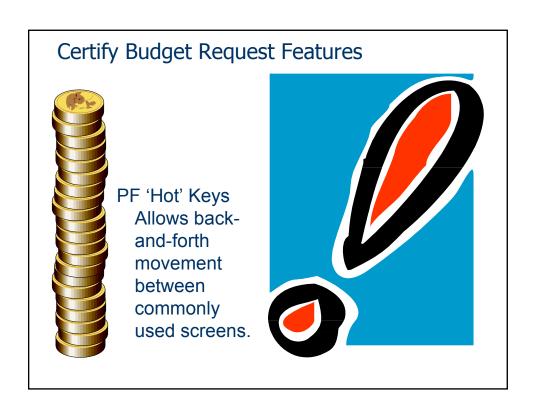
Budget Request Checklist

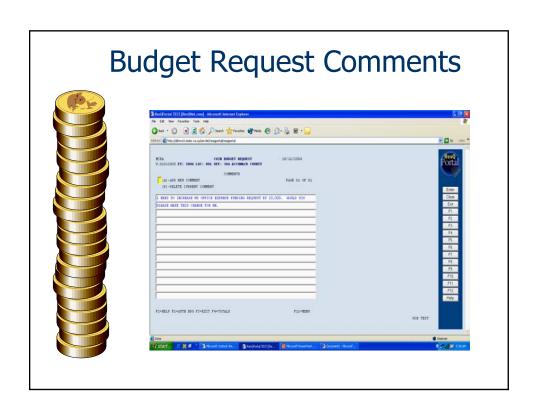












Budget Request Comments Features

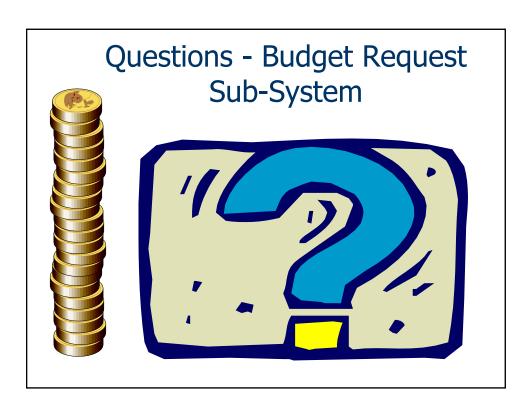


- Ability to delete comments instead of spacing over comments
- You can page forward and backwards, as well as going to the first and last pages.
- PF 'Hot' Keys Allows back-and-forth movement between commonly used screens.

COIN Budget Request Sub-System



COIN Path	COIN Budget Requests							
CONTRACT	Function	Action	Notes					
Option 1	Permanent salaries	To request specific salaries for specific positions	COIN allows you to reflect your local salary and modify the salary amount requested above your current salary and /or movement between bands.					
Option 2	Additional personnel	To request additional full-time positions	COIN allows you to request modifications of class / salary and number of positions.					
Option 3	Temporary personnel	To request funding for temporary positions	The budget request must be entered in the COIN field "Total Amount Requested".					
Option 4	Full or partially-funded personnel	To provide detail of how funds for temporary personnel would be used	Total annual hours for temporary employees canno exceed 2,080.					
Option 5 Office and vehicle expenses		To request budget amount for office expenses	Office expense and vehicle expense is combined for the Sheriff's office only.					
Option 6 Equipment expenses Option 7 Workload information		To request funding for specific types of equipment	The budget request for Office Equipment is not available for Circuit Court Clerks.					
		To justify salary requests by specific workload measures; to justify additional positions requested	COIN allows the recording of data on a monthly, quarterly, or annual basis.					
Option 8	Budget request checklist	To complete certification statements for budget requests that are office-specific; provide contact name for additional information concerning your request	COIN verifies completion of all required fields and indicates readiness to certify the budget request.					
Option 9	Special program certification	To certify compliance with career development requirements and master deputy programs	Office-specific statements of compliance with program requirements are required by COIN.					
Option 10	Overall budget certification		Once certified COIN prevents re-entry into the budget system.					
Option 11	Comments section		COIN provides text fields to write explanations or justifications for your budget request and/or workload measure.					





COIN Test Region on Web Site



- Training region allows you to become familiar with COIN without changing your "live" data.
- Allows you to become familiar and comfortable with the COIN Budget Request sub-system prior to its implementation on January 1, 2005.
- Available November 15, 2004.
- Instructions for accessing the training site are listed on the Compensation Board website under the COIN button.

Hands-on COIN Budget Request Training



- If you are comfortable with the COIN Budget Request sub-system after reviewing the COIN test region, handson training is not necessary.
- Various locations throughout the Commonwealth.
- Registration for hands-on training is open from November 15 through December 1, 2004.

Training for COIN



- Visit the COIN test region and try the Budget Request section before deciding if you need further training.
- The budget process has not changed.
- Limited availability for "hands-on" COIN Budget Request training in December 2004.
- Limited to 1 attendee per office.



Constitutional Officers Information Network

COIN Pay Bands

COIN		Office			COIN					
David.	nd Role Code Office		Ounds	Class	Salary Range		Salary Range			
Band	Role	Code	Officer	Grade	Class	Minimum	Maximum	Minimum	Maximum*	
		304	Sheriff / Regional Jail Supt	4	GC R_GC	\$17,584	\$27,440			
	Ø	304		5	SECI CK_A RSEC1 R_CKA	19,221				
	ativ	321	Circuit Court Clerk		MT	17,638	27,526			
1	1 str			5 4	GOC CTII GC CTII	19,280 17,592	30,087 27,455	\$17,584	\$33,096	
	Administrative	732 717	Treasurer / Finance Director		FA DI SECI	19,231	30,009			
	Ac				GC CT	17,592	27,455			
		734	Commissioner of the Revenue	5	TEI DI SECI	19,231	30,009			
		201	0	6	SECII CK B COMOP RSEC2 R CKB ECOMP	\$21,010	\$32,786			
		304	Sheriff / Regional Jail Supt	7	CO_SP ECOSP	22,965	35,839	CO4 O4O	£40.440	
	a)		, i		SEC JSEC DPAII	21,542	33,633	\$21,010	\$40,442	
	ative	320 321			PA JPA AAI	23,550	36,766			
stra	stre			6	Part-Time SECA Part-Time JSECA	\$10,772	\$16,817	\$10,505	\$20,221	
2	nin				Part-Time SECB Part-Time PAB Part-Time JPAB	11,776	18,383	, ,,,,,,		
_	Adı			6 7	DCI CASH BKKR SCT	\$21,074 23,034	\$32,890 35,952			
	2 320 Commonwea 321 Circui 732 717 Fina	732	 Treasurer /	,	DRAN 301	23,034	33,932			
		Finance Director	6	DII SECII	21,022	32,801		\$40,442		
		734	Finance Director		DII CECII	24 022 22 904				
			Commissioner of the Revenue		DII SECII MT	21,022 22,978	32,801 35,854			
				,	C7 CS7 L7 CT7 EC7 ECS7 EL7	22,070	00,004			
			304 Sheriff / Regional Jail Supt	7	R_C7 R_EC7 REAC7 EAC7	\$25,004	\$39,017			
				8	ADMSS RADMS	25,103	39,174			
3		304		8	LT1 R_LT1	26,857	41,908	\$25,004	\$46,913	
J			304 Gheim / Negional Gail Gapt	311e1111 / Negional Jali Sup	U	C8 CS8 L8 CT8 EC8 ECS8 EL8	20,007			
				8	R_C8 R_CT8 R_EC8	27,332	42,648			
	a/		7	Partially-Funded _P & RP	16,380	25,559	\$16,380	\$31,272		
	ion				AT DCII	\$25,180	\$39,297	φ10,300	φ31,272	
Profesional	321	321 Circuit Court Clerk	9	DCIII	27,526 42,9	42,956				
	321			AA		46,654				
4	4	732 Treasurer / Finance Director 8	720		DIII AA	25,117	39,192	\$25,117	\$51,649	
				DIV	27,455		Ψ20,111	ψυ1,040		
				8	DIII AA	27,455 42,640 25,117 39,192				
		734	734 Commissioner of the Revenue	9	DIV					
5		320	Commonwoolth's Attarney		AAII	\$28,143	42,840 \$43,938	\$28,143	\$48,332	
၁		320	Commonwealth's Attorney	9	AAII	φ∠δ,143	\$43,938	⊅∠0,143	ֆ40,33∠	

COIN Pay Bands

COIN		Office		SNIP						COIN										
Band Role		0.00		Grade Class				Salary Range		Salary Range										
Band	Role	Code	Officer	Graue				Class	1		Minimum	Maximum	Minimum	Maximum*						
	6		Sheriff / Regional Jail Supt	9	LT2	R_LT2					\$29,354	\$45,808	\$29,354	\$61,270						
		304		9	C9	CS9	L9	MD9	CT9	EC9	29,873	46,618								
6					RC9	RMD9	R_CT9	R_EC9	ECS9											
	Professional			10	C10	CS10	L10	R_C10			32,655	50,958								
	ssic			11	C11	CS11	L11	R_C11			35,694	55,700								
	'ofe			11	DCIV						\$32,890	\$51,324								
	r P	321	Circuit Court Clerk	12	ACCT						35,952	56,102								
	Senior			13	ACD						39,297	61,324		\$67,457						
7	Š	732	Treasurer / Finance Director	10	CDI						30,009	46,829	\$30,009							
		717		11	CDII						32,801	51,189								
		734	734 Commissioner of the Revenue	10	CDI						30,009	46,829								
				11	CDII						32,801	51,189								
		304	Sheriff / Regional Jail Supt	12	C12	CS12	L12	R_C12	SUP12		\$39,017	\$60,885	1 6 2 2 2 3 \$39,192	\$103,034						
	o Supervisory Management			13	C13	CS13	L13	R_C13	SUP13		42,648	66,551								
				14	C14	CS14	L14	R_C14	SUP14		46,618	72,746								
	iger	321		14	CDCI						\$42,956	\$67,032								
	ana			15	COMP						46,954	73,272								
8	N			16	CDCII						51,324	80,093								
	sory			18	CDC_3						61,324	95,696								
	ervi	732 Treasurer / Finance Director	13	CDIII						39,192	61,162	2								
	Sup	717	14 CDIV 4	42,840	66,856															
	· ·		-						Commissioner of the Revenue	13	CDIII						39,192	61,162	<u> </u>	
		707	754	754		14	CDIV						42,840	66,856						
	/e	320 Commonwealth's Attorney			13	ATTI	JATTI					\$40,193	\$62,750	\$40,193	\$82,487					
Senior Professional	220		15	ATTII	CPII	JCPII				48,032	74,988	\$40,193	φο2,407							
	320	320 Commonwealth's Attorney	13	Part-Time	e ATTA		Part-Time	JATTA		20,096	31,375	320 096	\$41,245							
			15	Part-Time	e ATTB					24,017	37,495									
10	Supervisory Management	000	200	000	16	ATTIII	DPIII					\$52,507	\$81,976	\$50 507	\$102,834					
10		320	Commonwealth's Attorney	17	ATTIV						57,401	89,615		φ102,634						

Lisa Carson

10/28/2004

Bands

COIN Pay Practices and Pay Factors

Pay Practice			Pay Res	Pay Factors▼			
	ray Flactice	Pay Band Position Number		Salary	ray ractors v		
	Starting Pay	To be determined.	To be determined.	Negotiable. From pay band minimum to 15% above current salary. May not exceed pay band maximum.	Duties and Responsibilities Work Experience Education Knowledge, Skills, and Abilities Market Availability Current Salary		
	Promotion	Higher pay band.	Change position number.	Salary increase up to 15%.	- Duties and Responsibilities		
ment	Additional Duties and Responsibilities	Remains the same. Remains the same.		Remains the same or up to 10%.	Performance - Work Experience		
Salary Adjustment	Demotion	Lower pay band.	Change in position number.	Remains the same or up to 10% decrease per fiscal year. May not	Education Internal Salary Alignment		
ary A	Reduced Duties and Responsibilities	Remains the same	Remains the same.	go below pay band minimum.	Current Salary Business Need		
Sal	Salary Alignment (internal or local pay plan)	Remains the same.	Remains the same.	Remains the same or up to 10% increase per fiscal year. May not exceed pay band maximum.	Budget Implications Training, Licensure, and Certification*		
	Competitive Offer	Remains the same.	Remains the same.	May match documented outside offer. May not exceed pay band maximum.	Business Need Performance Work Experience Education Market Availability Total Compensation Budget Implications Current Salary		

[▼]All pay factors must be considered for the appropriate pay practice. Pay factors with an asterisk* are optional and may also be considered.

COIN Budget Request Sub-System

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oom r aar	Function	Action	Notes					
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